



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

ARIZONA NATIONAL GUARD
HUMAN RESOURCES OFFICE

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AZAA-HR

2 July 2009

MEMORANDUM FOR All AZ National Guard Managers, Supervisors, and Technicians

SUBJECT: HRO Memo 09-02 - Self Service Applications – My Biz/My Workplace and Reduced Sign-On (RSO)

1. The Self Service Applications are web-based applications within the Defense Civilian Personnel Data System (DCPDS). There are currently two types of applications: My Biz and My Workplace.

a. The My Biz feature of Self Service consists of three areas: My Information, Update My Information, and Performance Appraisal Application (PAA).

(1) My Information allows employees to view data relating to their federal civilian employment. General information, such as appointment data (current or historical position information) to Personnel Actions (SF-50's) can be viewed in My Information. (Please Note: Information updated in My Biz only affects an employee's **civilian** employment and does not satisfy any military requirements.)

(2) Update My Information allows employees to update a limited number of fields, such as phone numbers, e-mail address, handicap code, foreign language, and race and national origin.

(3) Performance Appraisal Application (PAA) will be addressed at a later time.

b. The My Workplace feature of Self Service consists of seven areas: All Actions Awaiting Your Attention, Performance Appraisal Application, My Employee Information, My Information, Suspenses, Action(s) to multiple employers (PAA) and manage PAA Trusted Agent Authorizations. My Employee Information allows managers and supervisors to view personnel data relating to their employees together in one place, streamlining the human resources decision making process and helping to balance managerial tasks with day-to-day demands more easily. Only managers and supervisors will have My Workplace view capability. The other six areas will be addressed at a later time.

2. The National Guard will implement RSO for users effective 16 January 2008. Users will log into the Self Service Applications from any military computer using their Common Access Card (CAC), via the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil>. Initially, users will be required to complete a CAC Registration within the DCPDS Portal. Once registered, users that hold a CAC will

AZAA-HR

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no longer be required to enter their user name and password each time they access the Self Service applications.

3. Attached is the DCPDS Portal User's Guide to assist users in the CAC Registration process. Once the registration process is complete, users will access the DCPDS/My Biz/My Workplace applications via the DCPDS Portal.

4. Requirements:

a. All Employees. Once logged into My Biz, employees will need to click on My Biz and then click on Update My Information. Read the Privacy Act Statement and then click on *Accept*. Employees will use the following instructions to update their work e-mail address and emergency data. Remember, information updated via My Biz only affects an employee's civilian employment and does not satisfy any military requirements.

(1) Under the *Work Information* tab, type the Work E-mail Address into the appropriate block and click on *Update*. On the confirmation screen, click on *Continue Updating Your Information*.

(2) Click on *Emergency Contact Information* tab. Under the *Emergency Contact* section, click on *Add*. Fill in the appropriate information and then click on *Next*. Review the information that was entered to ensure it is correct. Click on *Submit*.

b. Managers and Supervisors. Within the My Employee Information area, the manager/supervisor is identified and beneath his/her name are the employees he/she supervises. If one of these employees is a supervisor, there will be a symbol beside their name. The manager/supervisor will be able to open those employee records as well. Review the employees listed. If there is an employee listed that you do not supervise or an employee that you do supervise but is not listed, contact the HR Classifier, at 602-629-4807/4831.

5. If you cannot view the Self Service Applications, you will need to contact the Human Resources Information Systems Manager, SMSgt James Miller at 602-629-4813.

6. If you have any questions, please contact Human Resources Specialist at (602) 629-4800 or DSN 853-4800.

FOR THE ADJUTANT GENERAL:

Encl


MARTIN J. PARK, Colonel, AZ ANG
Human Resources Officer

Defense Civilian Personnel Data System (DCPDS)

DCPDS Portal User Guide



Introduction

Defense Civilian Personnel Data System (DCPDS) Portal Registration is designed to allow Human Resources (HR)/My Biz/My Workplace user's easier access to their critical DCPDS applications through the DCPDS Portal Page by creating a single DCPDS Portal Username and Password.

This guide will assist HR/My Biz/My Workplace users in registering on the *DCPDS Portal* as

- Common Access Card (CAC) user

Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact your organization's Help Desk (see *Contact List* section under the *Reporting Problems on the DCPDS Portal* page).

CAC Registration

This section of the guide will assist Human Resources (HR)/My Biz/My Workplace users in registering on the Defense Civilian Personnel Data System (DCPDS) Portal as a Common Access Card (CAC) user.

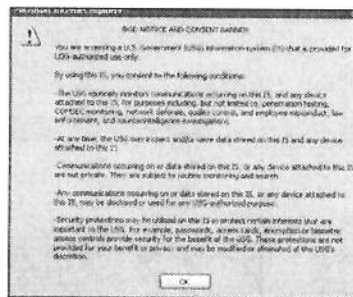
Once the registration process is complete, users will access their HR/My Biz/My Workplace applications via the DCPDS Portal.

Note: Only Components who have implemented the DCPDS Portal will be available for access.

1. Begin at the *DCPDS Portal* page: <https://compo.dcpds.cpms.osd.mil>.

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

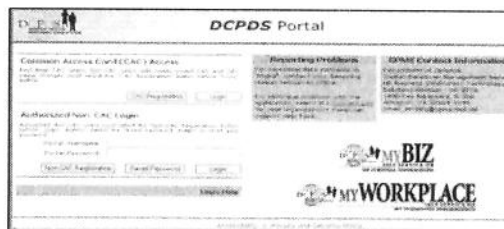
2. Review Department of Defense (DoD) Notice and Consent Banner and select the **OK** button to continue.



Screen 1: DoD Notice and Consent Banner

Note: After selecting OK button, the *DCPDS Portal* page displays.

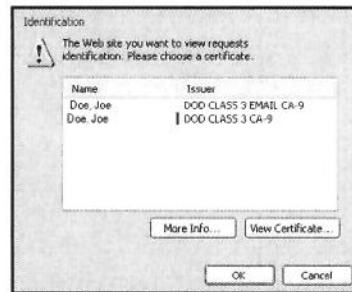
3. Select the CAC Registration button in the CAC Access region.



Screen 2: DCPDS Portal Page

4. Select your non-email certificate at the *Choose a Digital Certificate* screen.

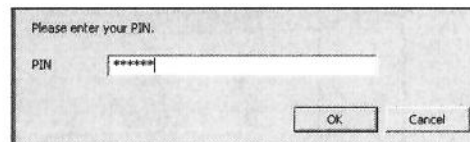
5. Select the OK button.



Screen 3: Choose a Digital Certificate

Note: Always select the non-email certificate.

6. Enter your PIN and select the OK button.



Screen 4: PIN

7. The *DCPDS CAC Registration* screen displays with your CAC Username. Enter the following in the CAC Registration region of the screen:
- Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable)
 - Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable)

The screenshot shows the "CAC Registration" screen. It displays a welcome message: "Welcome Doe, John V". Below this is a paragraph: "Enter your SSN/LN Employee ID Number, and select the 'Register' button to register your CAC. Select the 'Cancel' button to return to the DCPDS Portal Page." There are two lines of text with masked input fields: "SSN/LN Employee ID Number: *****" and "Confirm SSN/LN Employee ID Number: *****". At the bottom are "Register" and "Cancel" buttons. A note at the bottom states: "** Important ** Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection." A smaller note above the input fields says: "* Use hyphens in the SSN/LN Employee ID Number if applicable."

Screen 5: DCPDS CAC Registration

- Select the **Register** button. After selecting the **Register** button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

8. Enter the following in the Regions Association section of the screen:
 - a. Enter your HR/My Biz/My Workplace Username.
 - b. Confirm your HR/My Biz/My Workplace Username.

Screen 6: DCPDS Regions Association

Note: For HR users, your username will be your USERID. Include dashes and special characters as they appear in your username.

9. Select the **Submit** button.
 - If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** button to continue.

Screen 7: HR/My Biz/My Workplace Application

- If your username is validated on multiple databases, the *Link Your Portal Account to Your HR/My Biz/My Workplace Applications* screen displays.
 - a. Choose and select a database using the drop-down list.
 - b. Select the Link button to automatically access the HR/My Biz/My Workplace application.

DCPDS Portal

Link Your DCPDS Portal Account to Your HR/MyBiz/MyWorkplace Application

Your username has access to more than one HR/MyBiz/MyWorkplace database. Use the drop down list to select the appropriate HR/MyBiz/MyWorkplace database.

Note: Human Resources databases will implement the DCPDS Portal at various times. If you are unable to select your database, make another selection, until your database becomes available.

SOT11
SOT12
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Screen 8: Link Your DCPDS Portal Account to Your HR/My Biz/My Workplace Application

- If your username is not found on a database, an error message displays. Select the **Back** button and re-enter your information.

DCPDS Portal

Unable to Validate Your Information

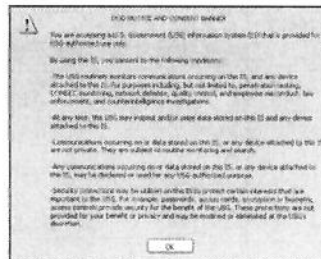
Unable to validate information entered against any current HR/MyBiz/MyWorkplace database records and your portal account cannot be created. Select the Back button to re-enter your information. If the system is unable to validate your information, contact your Help Desk for more information.

Screen 9: Unable to Validate Your Information

CAC User Name Change Process

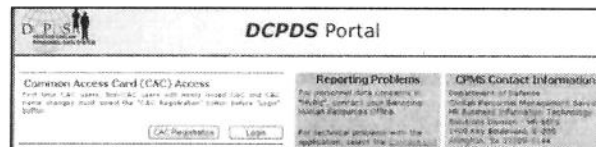
The Common Access Card (CAC) User Name Change process allows registered CAC users to re-register a CAC when a new CAC has been issued due to a name change.

1. Begin at the DCPDS Portal page: <https://compo.dcpds.cpms.osd.mil>.
2. Review the Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.



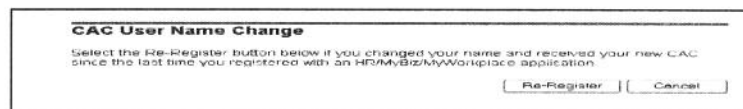
Screen 10: DoD Notice and Consent Banner

3. Select the CAC Registration button in the CAC access region. The *DCPDS CAC Registration* screen displays.



Screen 11: DCPDS Portal Page

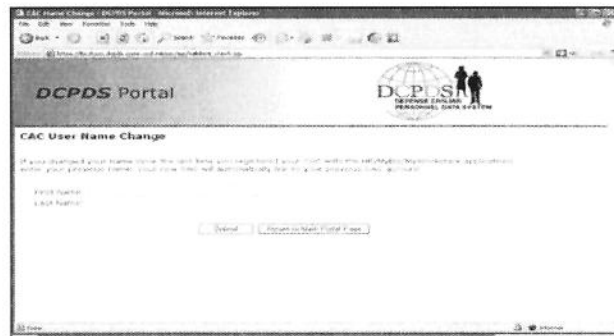
4. Select the **Re-Register** button in the *CAC Username Change* region.



Screen 12: CAC Registration

5. You must enter your previous First Name and Last Name in the *CAC User Name Change* screen.

6. Select the **Submit** button.

The screenshot shows a web browser window titled "CAC Name Change - DCPDS Portal - Microsoft Internet Explorer". The address bar shows "http://www.dcpds.com/". The page header features the "DCPDS" logo and the text "DEFENSE CIVILIAN PERSONNEL DATA SYSTEM". The main heading is "CAC User Name Change". Below this, a paragraph states: "If you changed your name (the last name and first name) with the HR/MyInfo System online application, enter your previous name. Your new name will automatically flow to your previous name. Submit." There are two input fields: "First Name:" and "Last Name:". At the bottom, there are two buttons: "Cancel" and "Submit".

Screen 13: CAC Username Change

Note: The user's previous DCPDS Portal will be changed to reflect new name. You should proceed to the *DCPDS Portal Page*, *CAC Access Region* and select **Login**.